

DIRECTOR OF FISCAL ADMINISTRATION

DISTINGUISHING FEATURES OF THE CLASS: This work involves designing, evaluating and supervising fiscal and contract management practices in a manner that supports the ongoing improvement in the accountability of contracted services. The incumbent supports a continuous quality improvement process that evaluates practices and performance against measures of effectiveness and efficiency consistent with Department objectives and performance metrics. Under the direct supervision of the department head and/or his/her designee, the incumbent also designs, implements and monitors data systems supporting effective management and oversight of local, state and federal funding allocations. Supervision is exercised over lower level fiscal and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Oversees the fiscal components of contract administration functions;
Makes recommendations to the department head regarding the development of policies and procedures to ensure compliance with State, Federal and Local laws, rules and regulations;
Supervises fiscal operations and works with senior staff to ensure the integration of program budgeting, evaluation, and accounting processes;
Under the guidance of senior staff, develops fiscal guidelines and cost assumptions associated with Requests for Proposals and service provider contracts including achieving accurate projections of contract agency third party revenue generation, and end of year expenditures;
Works with senior staff to develop fiscal performance management methodologies to increase the effectiveness and efficiency of contracted community services to achieve individual client and system level outcomes;
Facilitates department, contract agency and interdepartmental quality improvement teams;
Negotiates with State and Federal contractors to ensure compliance with all applicable laws, regulations, and guidelines;
Ensures that fiscal operations are within County Administration guidelines and approved County Legislative appropriations and coordinates necessary revisions to County budget line item appropriation levels;
Assists in monitoring, maintaining and upgrading data systems supporting oversight and reconciliation of funding allocations with all State, Federal and Local authorities;
Works with staff to design, maintain and upgrade data bases and other reporting technology needed for monitoring contract performance and the resulting impact on system level utilization and cost trends; and,
Provides leadership to community provider fiscal officers.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Business or Public Administration, Financial Management or related field and three (3) years experience in management and administration including fiscal management; or,
- B. Graduation from a regionally accredited or New York State registered four (4) year college or university with a Bachelor's degree in Business or Public Administration, Financial Management or related field and five (5) years experience in management and administration including fiscal management; or,
- C. An equivalent combination of education and experience requirements as defined by the limits of A and B.